



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

**DIVISION MEMORANDUM**

No. 398 s. 2024

OCT 01 2024

**ATTENDANCE TO FLAG RAISING CEREMONY EVERY MONDAY OR  
THE PRECEDING DAY IF MONDAY IS DECLARED  
A NON-WORKING HOLIDAY**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In adherence to Republic Act No. 8491, otherwise known as the Flag and Heraldic Code of the Philippines, which prescribes the proper use, display, and respect of the Philippine flag, this Office reiterates the mandatory attendance to the Flag Raising Ceremony for all teaching and non-teaching personnel in public schools and the Schools Division Office of Bataan every Monday or the preceding working day if Monday is declared a non-working holiday.
2. Further, Section 18 of RA 8491 explicitly mandates the holding of flag ceremonies in all government offices, agencies, and instrumentalities. As public servants, we are called upon to instill and manifest patriotism and respect for the symbols of our country, particularly the national flag and anthem.
3. In recognition of the Constitutional provision on freedom of religion, those personnel belonging to religious groups that object to participating in flag ceremonies may request exemption.
4. In this regard, all public schools are directed to conduct the Flag Raising Ceremony at the specified time every Monday or as adjusted. The presence of all teaching and non-teaching personnel is mandatory, and attendance shall be strictly monitored by school heads and documented accordingly.
5. Non-compliance with this directive shall be subject to appropriate administrative actions as provided for under Civil Service Laws and Rules.



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

6. Strict compliance of this Memorandum is earnestly desired.

**CAROLINA S. VIOLETA, EdD, CESO V**  
Schools Division Superintendent

Encls.: as stated

Reference: Republic Act No. 8491 – Flag and Heraldic Code of the Philippines

To be indicated in the Perpetual Index  
Under the following subjects:

Ceremonies	Flag	Holidays
Heraldic Code	Patriotism	

2

October 1, 2024